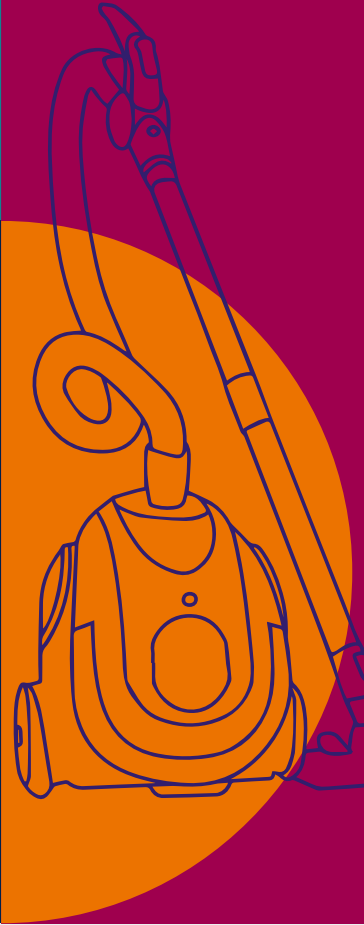


Imperial College
London

The Ultimate Accommodation Cleaning Guide



THE ULTIMATE ACCOMMODATION CLEANING GUIDE

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INTRODUCTION

Maintaining cleanliness in your bedroom, bathroom, and communal areas is not only essential for hygiene but also for creating a more comfortable living and studying environment. It's important to acknowledge that everyone has their own standards of cleanliness, especially in a diverse community like ours, where students come from various backgrounds and cultures.

Cleaning doesn't need to be a daunting task if you incorporate a regular, small-scale approach. This guide will outline best practices for cleaning your bedroom, en-suite bathroom, and kitchen, ensuring that both you and your fellow hall mates can enjoy a clean and welcoming living space.

Help us to keep your halls in working order by reporting any defects straight away.

ROOM INSPECTIONS

Your hall team carry out room inspections once a term in order to ensure the proper maintenance of Halls of Residence. These inspections check for damages, safety concerns, cleanliness, and excessive clutter.

You don't need to be present during the inspection. If cleanliness falls short of standards, you'll receive guidance and a re-inspection date. Persistent issues may result in charges added to your end-of-term invoice for breaching your accommodation agreement.

SERVICES WE PROVIDE

While our dedicated cleaning staff is here to assist you in maintaining the cleanliness of your hall, it's important to remember that you also have a responsibility to keep your bedroom, bathroom, kitchen, and communal areas in good order.

Communal services only take place Monday to Friday. Kitchens are cleaned twice weekly. Cleaning rotas are available to view online.

In the kitchen, our cleaning staff will:

- Empty refuse bins (*Daily Mon-Fri*)
- Clean all surfaces and sink areas
- Thoroughly clean cookers, grills, and microwaves
- Sweep and mop the floor
- Wipe clean the fronts of fridges/freezers, cupboard doors, and drawers

In communal areas, our cleaning staff will:

- Mop, sweep, or vacuum all corridors, stairs, and floors
- Clean toilets, baths, washbasins, and showers
- Replenish toilet consumables

In bedrooms, our cleaning staff will:

- Vacuum clean carpets
- Clean all clear surfaces
- Clean en-suite bathrooms

Your bedroom will be cleaned twice during your stay. Once during your first term before Christmas, and once in the term before Easter. You can find cleaning schedules displayed around your halls or online.

To ensure efficient cleaning, make sure surfaces are clear and accessible on your scheduled cleaning day – our cleaners are unable to move or pick up personal belongings.



CLEANING MATERIALS

Each hall provides cleaning equipment including dustpans, brushes, mops, buckets, and accessible vacuum cleaners at specific locations. Locate them through local notices or our accommodation website. Return borrowed items promptly and report any issues to your Hall Supervisor or on our ‘Reporting Problems’ page.

For bedroom, bathroom, and kitchen cleanliness, keep these items ready:

- Rubber gloves
- Dusters
- Sponge scourers
- General-purpose cloths
- Multi-purpose cleaner
- Toilet cleaner
- Glass cleaner
- All-purpose bathroom cleaner

Check product packaging for usage instructions. You can easily purchase these supplies at local supermarkets, online or through UniKitOut.

Opt for environmentally friendly products when possible. The Clean Right website lists products following the ‘Charter for Sustainable Cleaning.’ Explore the ‘sustainability’ section at www.cleanright.eu for further insights, tips, and information.



CLEANING HINTS AND TIPS

Item	Use	With
Sinks, taps and shower	All-purpose bathroom cleaner	Non-scratch cleaning pad and/or microfibre cloth
Toilet bowl	Toilet cleaner	Toilet brush
Windows and mirrors	Spray glass cleaner	Clean cloth, paper towel or newspaper
Cupboards, desks and worktops	Multi-purpose cleaner or washing up liquid	General cloths or microfibre cloth
Fridge/freezer	Multi-purpose cleaner or washing up liquid	General cloths or microfibre cloth
Cooking Hob	Multi-purpose cleaner	Non-scratch cleaning pad and/or microfibre cloth
Disinfecting bathroom, kitchen and rubbish bins	Disinfectant	Cloth. (remember: never use the same cloth for different bins)
Microwave	Washing up liquid	Non-scratch cleaning pad and/or microfibre cloth

Do

- Follow product labels and store in a cool, dark cupboard
- Use separate cloths for different areas (kitchen, toilet, sinks, surfaces)
- Wash cloths regularly to prevent bacteria buildup
- Wear rubber gloves for skin protection
- Clean spills immediately

Don't

- Mix chemicals (toxic reactions may occur)
- Use bleach, or bleach-based products. These can be harmful to health and surfaces
- Leave used cleaning cloths in water – rinse and wash
- Leave water on the floor (thoroughly mop up)

CLEANING YOUR BEDROOM

Tidying up can be enjoyable – put on some music as you tidy your room or take a break from the computer screen. Don't let clutter accumulate; incorporate a few of these daily habits to maintain a clean, inviting space for studying and socialising:

Vacuum Regularly

- Vacuum carpeted areas, including under your desk and bed.
- Borrow a vacuum cleaner; check notices or the accommodation website for locations.
- Ensure the vacuum has a bag and all attachments before use.
- Return the vacuum after use.

Food and Dirty Items

- Don't store food in your room or leave dirty cutlery or dishes there.

Linen and Laundry

- Regularly change and wash bed linen.
- Use the provided laundry basket for dirty clothes and wash them regularly.

Daily Rubbish Removal

- Dispose of general waste at kitchen recycling points.
(Waste is removed from kitchens daily Mon-Friday)

Ventilate and Illuminate

- Open windows for fresh air and natural light to boost energy and eliminate odors.

In winter months, close curtains to retain heat.

Dusting and Wiping

- Use all-purpose spray or a damp cloth with a bit of washing up liquid to clean your desk, shelves, and window sill.

Wash Dishes Promptly

- Prevent pests and mold by washing dirty cups and plates as soon as you're done with them.

CLEANING YOUR EN-SUITE BATHROOM

- Report blockages or slow drains online or to your Hall Supervisor.
- Regularly clear hair from the drain to prevent blockages.
- Avoid cutting hair in the sink or shower.
- Rinse shower tray and basin after use.
- Spray all surfaces with an all-purpose bathroom cleaner, then wipe and rinse with a cloth or sponge.
- Use limescale remover on stubborn areas like taps and shower screens.
- Apply toilet cleaner, scrub with a brush (wear gloves), and avoid putting food waste down the toilet or sink.

IN YOUR COMMUNAL TOILET AND BATHROOM

Toilet

- Flush toilet paper only.
- Leave the toilet clean.
- Report blockages or leaks.
- Do not flush hand towels; use provided bins.
- Use provided sanitary bins.

Shower Room

- Remove your hair from the plug hole.
- Avoid cutting hair in the basin or shower.
- Report blocked or slow-draining showers to prevent flooding.
- Dispose of empty shampoo/soap bottles.
- Do not leave personal belongings.



**DID YOU KNOW THE
AVERAGE DESK HAS
400 TIMES MORE
BACTERIA THAN A
TOILET SEAT**

CLEANING YOUR KITCHEN

Kitchen cleanliness is one of the biggest causes of disputes among hall residents. Sharing space with many people can be challenging and messy. However, a considerate effort from everyone in maintaining cleanliness can create a pleasant kitchen environment for all. To prevent conflicts, here are some useful tips:

Cooker, hob, grill and oven

- Use paper towels for oil cleanup and spillages. Don't pour oil down the sink.
- When cool, wipe spills with a sponge or microfiber cloth.
- Use a baking tray for the oven; wipe crumbs and spills immediately.
- Clean the oven seal and use foil in the grill pan.

Microwave:

- Never put metal objects in the microwave.
- Cover items with a plate or lid to prevent splatters.
- Clean by removing the glass plate and wiping spills with a damp cloth.

Fridge/Freezer:

- **Cleaning the inside of the fridge/freezer is your responsibility;** cleaners won't move or discard items.
- Regularly clean the inside with mild detergent and wipe spills.
- Dispose of expired food to prevent bacteria and odors.
- Store raw meat in a sealed container on the bottom fridge shelf.
- Don't adjust fridge/freezer settings without reason; report issues.

Work Surfaces:

- Cover and refrigerate food; avoid attracting vermin.
- Use antibacterial wipes before and after food prep.
- Keep surfaces clear and tidy.

Cutlery and Dishes:

- Wash utensils promptly in hot, soapy water.
- Ensure thorough drying before use; air drying is suitable.
- Store items in your cupboard after use.

Sinks:

- Dry and put away dishes to prevent buildup on draining board.
- Avoid disposing of oils, fats, or food waste down the sink.

Rubbish:

- Use the correct bins, recycle when possible.
- Always use a bin liner; do not overfill.
- Request extra bin liners if needed.

LAUNDRY ROOM ETIQUETTE

Keep the laundry room clean and don't leave personal items or rubbish behind.

Read the instructions posted on the laundry room wall before using the machines.

- Bring your own washing supplies.
- Don't overload the machines.
- Make sure the machine doors are closed properly before starting it.
- Clean the filter and remove lint after use.
- Remove your laundry as soon as possible after you've finished so that others may use the machines.
- Clothes left unattended are done so at your own risk.



